



AMENDED CHARTER

LITERATURE SELECTION TECHNICAL REVIEW COMMITTEE

PURPOSE

The Secretary of Health and Human Services (Secretary) is mandated under Section 301 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 241), to conduct and support through grants, cooperative agreements, and contracts, research relating to the advancement of medical and related sciences and to aid the dissemination and exchange of scientific and other information important to the progress of medicine and to the public health. In addition, the Secretary is authorized under Section 487 of the PHS Act, as amended (42 U.S.C. 288), to support research and research training through National Research Service Awards.

The National Library of Medicine was established (42 U.S. C. 286) to conduct and support the advancement of medical and related sciences and to aid the dissemination and exchange of scientific and other information important to the progress of medicine and to the public health.

The Literature Selection Technical Review Committee shall give advice on matters relating to the evaluation and recommendation of significant biomedical publications considered for inclusion in the National Library of Medicine's print and electronic publications.

AUTHORITY

42 U.S. C. 282(b)(6); Section 402(b)(6) of the PHS Act, as amended. The Literature Selection Technical Review Committee is governed by provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees.

FUNCTION

The Literature Selection Technical Review Committee shall advise the Director, National Institutes of Health (NIH), and the Director, National Library of Medicine (NLM), on matters of policy as they relate to the evaluation and recommendation of biomedical publications to be considered for indexing and inclusion in NLM publications, such as Index Medicus and MEDLINE. The Literature Selection Technical Review Committee will be responsible for reviewing publications on the basis of (a) the extent to which their subject matter falls within the

scope or subject range of NLM publications and electronic databases, and (b) potential value to users of the NLM products, including the quality and scientific significance of the information in the publications. The committee's judgements about particular journal titles will be reported and recorded in a way to assist the Library staff and Director in making selection decisions. All recorded judgements will provide the basis on which selection decisions are made.

Members shall survey, as scientific leaders, the status of research and research training in their fields. As necessary, the Literature Selection Technical Review Committee and its subcommittees may seek advice from special consultants; assemble ad hoc working groups; and convene conferences, workshops, and other activities.

STRUCTURE

The Literature Selection Technical Review Committee shall consist of 15 members, including the Chair. Members, the Chair, and the Chairs of the subcommittees shall be selected by the Director, NM, from authorities knowledgeable in the various disciplines and fields related to biomedicine, such as physicians, researchers, educators, editors, health science librarians and historians.

Members shall be invited to serve for overlapping terms of up to four years; the term for a member who is to serve as Chair may include a fifth year.

As necessary, standing and ad hoc subcommittees of the Literature Selection Technical Review Committee, composed of members from the parent committee, may be established to perform specific functions within the Initial Review Group's jurisdiction. The Department Committee Management Officer shall be notified upon establishment of each standing subcommittee and shall be provided information on its name, membership, function, and estimated frequency of meetings.

The Chairs of each subcommittee shall be designated as **Cochairs** for the Literature Selection Technical Review Committee as a whole and, upon approval by the subcommittee Chair, the advice of a subcommittee shall be considered the advice of the Committee.

A member of one subcommittee may serve as a voting member of other subcommittees when his or her expertise is required. However, the member shall not be counted in determining the presence of a quorum.

The permanent membership of the Literature Selection Technical Review Committee may be supplemented at any meeting through temporary members who, because of their scientific expertise, are appointed to review some or all of the publications considered at that meeting. Notification to the prospective temporary member from the Designated Federal Official that the individual is to attend the meeting shall constitute a temporary appointment to the Literature Selection Technical Review Committee for purposes of that meeting, and the individual shall have all the rights and obligations of committee membership at that meeting, including the right to vote on recommendations in which the individual fully participated as a reviewer. Temporary members will be included in the tracking of reviewers with respect to geographical distribution

and ethnic and gender representation to ensure that appropriate balance of members' perspectives may be maintained. Temporary members shall not count toward a quorum.

A quorum for the conduct of business by the full Literature Selection Technical Review Committee is eight members.

Management and support services shall, be provided by the Bibliographic Services Division, Division of Library Operations, National Library of Medicine, National Institutes of Health.

Meetings

The full Literature Selection Technical Review Committee shall meet in plenary session, as necessary, as called by the Chair with advance approval of a Government official, who shall approve the agenda. Meetings of the Literature Selection Technical Review Committee and/or its subcommittees shall be held approximately three times per year at the call of the Chair, with the advance approval of a Government official who shall also approve the agenda. A Government official shall be present at all meetings of the Literature Selection Technical Review Committee and of its subcommittees.

Meetings shall be open to the public unless determined otherwise by the Secretary; notice of all meetings shall be given to the public.

Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and Departmental policies.

Compensation

Members shall be paid at the rate of \$200 per day, plus per diem and travel expenses in accordance with Standard Government Travel Regulations. Members who are officers or employees of the United States shall not receive compensation for service on the Literature Selection Technical Review Committee.

Annual Cost Estimate

The estimated annual cost for operating the Literature Selection Technical Review Committee, including compensation and travel expenses for members but excluding staff support is \$48,241. The estimate for annual person-years of staff support required is 1.6, at an estimated annual cost of \$123,771.

Reports

In the event a portion of a meeting is closed to the public, a report shall be prepared which shall contain, as a minimum, a list of members and their business addresses, the committee's functions, dates, and places of meetings, and a summary of committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

Establishment Date

November 1, 1987

Termination Date

Continuing.

APPROVED:

DEC 29 2000

Date

Ruth L. Kirschstein

Principal Deputy Director, NIH